

CUSTOMER SERVICE REPRESENTATIVE – Revenue Collections Division –

Under general supervision prepares bills and receives monies for taxes and miscellaneous charges. Responsible for answering customer inquiries concerning tax statements and other receivables. Handle complaints from customers. Maintains and updates billing system, and prepares statements and reports. Must have two (2) years cashier and/or customer service experience. Knowledge in handling, balancing and monitoring monies associated with cash receipting. Must possess skill in the use of personal computers with high accuracy of data entry and skill in use of 10-key by touch. High School diploma or GED equivalency is required. Bilingual experience preferred.

Salary \$12.79/hour + benefits. Position subject to close without notice. EEO